

SECTION 01039 – COORDINATION AND MEETINGS

PART 1 – GENERAL

1.1 DESCRIPTION

- A. This section specifies the methods and requirements of coordination and meetings required for project coordination. This includes coordination with AGENCY, Federal, State and Local authorities, utilities, neighboring property owners, special events, and other contractors.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Section 01043 – Coordination with AGENCY’S Operations
- B. Section 01047 – Connections to Existing Facilities
- C. Section 01060 – Permits & Other Regulatory Requirements
- D. Section 01170 – Special Technical Provisions

1.3 COORDINATION AND PROJECT CONDITIONS

- A. CONTRACTOR shall coordinate scheduling, submittals, and work of the various sections of the Project to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

1.4 PRECONSTRUCTION MEETING

- A. AGENCY will schedule a Preconstruction meeting after Notice of Award and before the Notice to Proceed, per Section 4, Notice of Award.
- B. Attendance Required:

AGENCY: Project Manager, Design Engineer, Construction Manager, and Inspector

CONTRACTOR: Superintendent, Foreman, and Representatives from Subcontractors
- C. The AGENCY will distribute an agenda including, but not limited to the following items:
 - 1. Distribution of Contract Documents.
 - 2. Designation of personnel representing the parties in Contract.
 - 3. Submission of list of Subcontractors.
 - 4. Review of proposed Critical Path Method (CPM) Construction Schedule, Schedule of Values, and delivery dates.
 - 5. Procedures for inspection of work.
 - 6. Procedures and processing for:

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- a. Substitutions
 - b. Submittals
 - c. RFI's
 - d. PCO's
 - e. Field decisions
 7. Payment requests.
 8. Change Orders.
 9. Procedures for testing.
 10. Procedures for maintaining record documents.
 11. SWPPP/NPDES General Permit for Storm Water Discharges Associated with Construction Activity
 12. Traffic Control Permit
 13. Property Owner Notification / Community Outreach
 14. Contract closeout procedures.
- D. AGENCY shall record minutes and distribute copies within five working days after meeting to participants and those affected by decisions made.

1.5 PROGRESS MEETINGS

- A. AGENCY shall schedule and administer meetings throughout progress of the work at the discretion of the City Inspector.
- B. AGENCY will make arrangements for meetings, prepare agenda with copies for participants, and preside at meetings.
- C. Attendance Required:
- AGENCY: Inspector.
- CONTRACTOR: Job superintendent, major Subcontractors and suppliers, and as appropriate to agenda topics for each meeting.
- D. The scheduled progress meetings will include, but is not limited to the following agenda items:
1. Review minutes of previous meetings.
 2. Review of work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems which impede planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of RFI's.
 7. Review of PCO's
 8. Review of off-site fabrication and delivery schedules.
 9. Maintenance of progress schedule.
 10. Corrective measures.
 11. Planned progress during succeeding work period.
 12. Coordination of projected progress.
 13. Maintenance of quality and work standards.
 14. Effect of proposed changes on progress schedule and coordination.

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- 15. Other business relating to work.
- E. AGENCY will record minutes and distribute copies within two working days after meeting to participants and those affected by decisions made.
- F. Formal progress meeting shall include all items of typical progress meetings, and the following in addition:
 - 1. Review of Record Drawings (Red Lines)
 - 2. Schedule (2 copies)

1.6 COORDINATION WITH CITY OF OCEANSIDE

- A. Contact City of Oceanside Water Utilities Department 72 hours before start of construction at the following location:

CITY OF OCEANSIDE
Water Utilities Department
300 North Coast Highway
Oceanside, CA 92054

Or as determined by the City Inspector

- B. Do not begin work until CONTRACTOR's schedule, permits, bonds, certificates of insurance and business license have been reviewed and approved by the AGENCY.
- C. Coordinate with City of Oceanside Water Utilities Department regarding shutdowns or connections to existing facilities.

1.7 COORDINATION WITH UTILITIES

- A. Protect existing underground utilities. The CONTRACTOR shall coordinate with all utilities affected by the project to mark-out their locations for potholing and notify utilities of progress during construction so utility field personnel are available when required.
- B. Support or relocation of existing Utility Company facilities to accommodate CONTRACTOR's means and methods of conducting the work shall be coordinated directly with the Utility Company. All costs associated with support or relocation shall be borne by the CONTRACTOR.
- C. Utility companies including but not limited to SDG&E, SBC, AT&T and Cox Communications may maintain energized aerial electrical power lines in the immediate vicinity of work. Do not consider these lines to be insulated. Construction personnel working near these lines are exposed to an extreme hazard from electric shock. CONTRACTORS, their employees and construction personnel working on this project must be warned of the danger and instructed to take adequate protective measures, including maintaining a minimum 10 feet clearance between lines and construction equipment and personnel. (See OSHA

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requirements). As an additional safety precaution, call electric utility company to arrange, if possible, to have these lines de-energized or relocated when work reaches their immediate vicinity. Cost of such temporary arrangements shall be borne by CONTRACTOR.

- D. CONTRACTOR shall coordinate with the local utilities to arrange for standby when working within five (5) feet horizontally of any high pressure gas line aligned within the project limits.
- E. All demolition, removal or abandonment of existing facilities or portions there of shall be coordinated and performed by the CONTRACTOR. All costs associated with abandonment, removal or demolition shall be borne by the CONTRACTOR.

1.8 COORDINATION WITH REGULATORY AGENCIES

- A. Permits, licenses and other coordination with regulatory agencies shall be in accordance.

1.9 COORDINATION WITH PROPERTY OWNERS

- A. Coordinate construction with property owners adjacent to the project limits, especially with regard to any limitations with access to their property.

PART 2 – MATERIALS (NOT USED)

PART 3 – EXECUTION (NOT USED)

****END OF SECTION****